# REGISTRY OF COMPANIES AND BUSINESS NAMES HELP GUIDE ON ANNUAL RETURN FILING

Please note that Company and Business Names used within this help guide are for illustrative purposes only. Any similarity to actual Company or Business Names is coincidence.

Should you have any inquiries with regards to the ROCBN system, kindly contact our ROCBN Help Desk at **+673** 2380505 or email them at <u>info.rocbn@mof.gov.bn</u>

Registry of Companies and Business Names Operating hours are from: Monday – Thursday & Saturday, 8.00 am – 3.30 pm.

## TABLE OF CONTENTS

ANNUAL FILING	
Steps to File Annual Returns	

### **ANNUAL FILING**

The Annual Returns filing component is available within each company application. Newly incorporated companies are expected to hold their first Annual General Meeting (AGM) within **six (6)** to eighteen **(18) months** of their incorporation date. The Annual Returns should then be filed within **28 days** of the Annual General Meeting date.

#### STEPS TO FILE ANNUAL RETURNS

1. Under My Items, select the company which is due for Annual Returns filing.

	Registry of Companies & Business Names
DHUINE SERVICES -	
Dashboard	
DD IT NOW © Reserve a Company Name © Incorporate a Hullic Company © Incorporate a Hullic Company © Reserve a Business Name © Reserve a Business Name © Reserve a Business Name	My terms
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2. Click on 'Maintain Company'. From there, select File Annual Return.

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View Local Company PVT COMPANY A SON BHD (RC	y 0000125) (Prival)		
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Service Selects - Bittermont	Design And Annual Street Street Street		
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Effective Date	(Hyper2015 Austronomics in Actual by Constances		
Company Type	freiste		
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Incorporation Data	231pm 2811		
Own Memorandum and Anticles of Association?	ing .	Service and the second second second second second	
Business Sector	18 MANUFACTURE OF WEARING APPAREL		
ABM Due Bate	zi-becitte		
Authorized Thave Capital			
County of County			

3. The File Annual Return page consists of a few sections which simply require you to verify company details and confirming that they are correct by indicating each checkbox provided.

	File Annual Return
	expiner million working days on unoncort or 1200 real
ABC FUNDING SDN BHD I	(KC2000050) (Private)
Annual Return for Dece	mber 2016
If the details displayed are not com	ect then save the annual return and use the relevant services to make the appropriate conections. You must then return and complete this annual return.
deveral Details	
Entity Status	Registered
Incorporation Date	01-jul-2014
Business Sector	13 MANUFACTURE OF TRATULES
Cooffirm General Details as (	arrest.
Address in	
Registered Office Address	abr Brunel-Muara, bh7333, Bronel Danstoken.
Confirm Address Details as i	Correct
Directors	
Director s	
Full Name	Director 1
Nacionality	Drune Derusseam
Gender	Mee
ID Type	K, Yelow
Identity Number	00100001
Residential Address	ado 1, Brune-Muara, bb4444, Brunet Darussalam
Date of Birth	01.jan.1930
Business Occupation	tracher
Email	[list Provided]
Appointment Date	05.jun-2015
Director 2	
Foll Name	Director 2
Nationality	Brune Devussion
Gender	Balaine
ID Type	17 Avenue
Identity Number	0000000
Residential Address	and 2 Terrary Mary and MMMA Brown Data press
Date of Birth	An
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bosiness occupation	
EnVille	(not memory)
Appointment Late	00-jun-2013
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Zumait # Sumanorpeat	
uthorised Share Capital	50000
there more than one class of hare for this company?	Tite .
nareholders	
Shareholder 1	
Shareholder is also a director	Yes
Full Name	Director 1
Nationality	Brunei Darussalam
Gender	Maie
Residential Address	add 1, Brunei-Nuars, 554444, Brunei Danussalam
Number of shares	100000
Appointment Date	03-jun-2015
Shareholder 2	
Shareholder is also a director	Tes
Full Name	Director 2
Netionality	Brune Davasatem
Gender	Noie .
Residential Address	add 2, Brunei Muara, bg5555, Brunei Darusseam
	200800
Number of shares	

4. The final section requires you to enter the Annual General Meeting (AGM) date, upload any supporting documentation and click Apply.

Date of Annual Return Annual Return Month	23-jun-2018 December	
AGM Date 1	21.64ay.3515	
Supporting Documents	Liufoid .	
Canual Save & East	Avety	

5. Make payment online. For steps on how to make payment over the counter, please refer to the Payment Options Guide.

Annual Neuril Ry ABC FUNDING	52N 8HD (RC2000050)				
Owner Applicant Name Dwrging Application	BAGAdmin1 Registrar of Companies brunel-companies	Referen Status Creates Code 1 Code 2	ice Date	2c47a1a7ac6cd942 Pending 23-jun-2015 13:31:08 PC20000050 ABC FUNDING SDN BHD	
ees					40 ført ove it firsten Datuminen Døljer (BK
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Credit Card Transaction Detail and Transaction Id	la.				
uthorisation Code					
liote		1			
upporting Documents	1				

6. Select preferred payment method.



7. Enter credit card details.

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Merchant name:	GPAP BN TEST ACCOUNT
Please contact the mercha	ant directly for any questions regarding this purchase.
Enter	your card details
A VISA:	You have chosen <b>VISA</b> as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.
Card Number	4987654321098769
Expiry Date	05 / 17 month/year
Security Code	100 The 3 digits after the card number on the
	signature panel of your card.
	1282 210
	1000 0000 0000 0001
	Line at this carding spectral by the Card time and structure spectra by the card CS 1.260 C1 1.060 SR
Purchase Amount	BND Br\$20.00
	pay
1 1 100 1	

8. Payment processing. Please wait for payment confirmation and receipt.



9. Payment confirmation.

Inter	BAGAdimin1	Referen		2047a1a7bc0cd942		
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		Code 2		ABC R.MATING STOLE ENCL		
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Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Am	wunt
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Reference	Chevil Reference	Dele		Status	Method	Arres
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10. Click continue. You will be returned back to your dashboard.

11. You will receive an email containing a copy of your payment receipt.



12. PDF copy of receipt.

	Payment Receipt		
Payment Date	23/06/2015		
Receipt No	201506000494		
Customer	Registrar of Companies		
Payment Option	Credit Card		
Authorization Code	549394		
Subject Name	ABC FUNDING SDN BHD		
	RC20000050		
Subject Number			
Subject Number Description	Qty	Fee	
Subject Number Description Notice of Annual Return	Qty 1	Fee BND20.00	